

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 03-2

The Department of Commerce (DOC) has exercised the second option period of the nationwide contract with SATO for travel management services.

The following are the revised transaction fees which are effective for all tickets issued on or after March 1, 2003 until February 28, 2004:

(1) For tickets issued (paper or electronic) by SATO's on-site locations in the Herbert C. Hoover Building (HCHB) in Washington, D.C., and in Silver Spring, Maryland, the transaction fee will increase from \$28.00 to \$29.00 for domestic travel and from \$33.00 to \$34.00 for international travel.

(2) For tickets issued (paper or electronic) by the San Antonio Reservation Center, the transaction fee will increase from \$26.00 to \$27.00 for domestic travel and from \$30.00 to \$31.00 for international travel.

During 2003, NOAA expects to deploy the e-Travel on-line self-booking tool NOAA-wide. The on-line booking tool will reduce the fees you pay for travel services. Transaction fees for the on-line booking tool will be \$16.00 for both domestic and international travel for both the on-site and field locations. The on-line self-booking tool will allow employees to make their own reservations for domestic travel and uncomplicated foreign travel using the internet.

Please keep in mind that SATO must receive travel orders at least 2 or 3 days prior to travel in order to issue tickets. Travelers should also ensure that their travel orders and tickets are issued in the same name as that used on their identifying documents (passport, driver's license, etc.) that they will show to security personnel at the airports. This is especially important for foreign travel. The name on the passport and ticket must be exactly the same or the traveler may not be allowed to board the plane.

Please call Pat Oliver or Rachael Wivell in the NOAA Travel Office on (301) 413-3060 if you have any questions.